

## EDITED KSA LISTING

### **CLASS: CORRECTIONAL COUNSELOR III**

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*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

	<b>Knowledge of:</b>
<b>K1</b>	Prison administration
<b>K2</b>	Principles and practices of personnel management and effective supervision.
<b>K3</b>	Principles, practices and techniques used in the administration of inmate classification programs in correctional institutions and skill in their application.
<b>K4</b>	Purposes, activities, regulations and functions of the California Department of Corrections and the Board of Prison Terms.
<b>K5</b>	Principles of verbal and written expression.
<b>K6</b>	Correctional casework procedures.
<b>K7</b>	An understanding of the range of normal and abnormal human behavior.
<b>K8</b>	The policies and procedures of custody.
<b>K9</b>	Problems involved in the supervision and adjustment of inmates.
<b>K10</b>	The various prison gangs, gang behavior, and the threat of gang action in an institutional setting.
<b>K11</b>	Criminology and behavior and attitude of inmates and evaluating sociological, psychological, psychiatric and vocational findings and recommendations.
<b>K12</b>	Job Training methods

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<b>K13</b>	Planning and conducting in service training programs.
<b>K15</b>	Manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives and the labor-management relationship under the collective bargaining law.

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	<b>Ability to:</b>
<b>A1</b>	Plan, organize and direct the work of others.
<b>A2</b>	Evaluate sociological, psychological, psychiatric and vocational findings and recommendations.
<b>A3</b>	Coordinate the work of professional and technical employees in inmate guidance and classification work.
<b>A4</b>	Analyze problems arising out of the supervision of classification programs and reach practical and logical conclusions.
<b>A5</b>	Put into practice effective changes.
<b>A6</b>	Plan and conduct in-service training programs.
<b>A7</b>	Effectively control and coordinate programs and meet scheduled work requirements.
<b>A8</b>	Estimate and budget the amount of time and approximate cost required to complete assignments.
<b>A9</b>	Communicate effectively.
<b>A10</b>	Command the respect and trust of inmates and staff.
<b>A11</b>	Organize and prioritize work.
<b>A12</b>	Meet deadlines.
<b>A13</b>	Deal tactfully/diplomatically with sensitive issues.
<b>A14</b>	Evaluate situations accurately and take effective action.
<b>A15</b>	Deal effectively with a high volume of work.
<b>A16</b>	Work under pressure.
<b>A17</b>	Respond effectively to emergency situations.
<b>A18</b>	Work independently.
<b>A19</b>	Control an interview with an inmate.
<b>A20</b>	Interpret institutional/departmental policies, rules and regulations.
<b>A21</b>	Adjust to changes in assignments.

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<b>A22</b>	Work with a team of people from a variety of occupations and professional disciplines.
<b>A23</b>	Recognize and handle dangerous situations for inmates and staff.
<b>A24</b>	Effectively contribute to the Department's equal employment opportunity objectives.